



## INFORMATION FOR TEACHING STAFF DURING THE COVID-19 CRISIS

### ACADEMIC YEAR 2021/2022

(updated on 22.09.202)

The **APP Immuni** has been developed to help preventing the spread of COVID-19. We encourage you to install it and use it when you are inside Politecnico.

#### Regulatory framework

In accordance with the Regulations for Health and Safety of the staff of Politecnico di Torino, each member of the teaching staff in a classroom takes on the role of “*Preposto*”, e.g. Health and Safety Supervisor. When you are in a classroom, you are therefore in charge of monitoring and verifying that all safety procedures defined by the University are respected, both in standard conditions and in relation to the measures to prevent the spread of COVID-19.

A person who teaches in a classroom/lecture hall on behalf of the University is identified as “Person in charge of teaching” (*Responsabile dell’attività didattica*). This category includes:

- a) faculty members in charge of a course (*docenti titolari*)
- b) external lecturers on contract (*docenti a contratto*)
- a) auxiliary teaching staff and any other persons in charge

You will receive adequate information from the Health and Safety Services Unit (*Servizio Prevenzione e Protezione - PREP*) on the maximum occupancy of the classroom/lecture hall and emergency procedures.

As “person in charge of teaching” you should:

- a) be familiar with and implement emergency procedures as provided for in the emergency plan, with particular attention to persons with reduced or impaired mobility;
- b) supervise and check that students respect all safety instructions/rules and that escape routes are kept clear of all obstructions;
- c) ensure that the classroom maximum occupancy is not exceeded;
- d) promptly notify the PREP staff of any dangerous situation that may occur during classes or of which you become aware;
- e) verify that, in case of evacuation, the classroom is abandoned in an orderly manner and accompany students to the safe place indicated in the evacuation plan;
- f) in the event of serious and immediate danger, give students instructions to put themselves in a safe condition and cooperate with the emergency team;
- g) attend specific training courses, which will be organized by PREP in the coming months, in accordance with Decree Law no.81/08.

#### Before the beginning of classes

In relation to the COVID-19 emergency and in accordance with Politecnico Protocol to minimize the risk of contagion, as a member of the teaching staff, you are invited to use your personal equipment as much as possible. You can also use the equipment made available in the



classrooms/lecture halls that you can disinfect before your class according to the procedures illustrated below.

It is not possible to sanitize the classroom and the teacher's desk between one class and the next one. For this reason, you must pay particular attention to sanitizing your hands before and after your class.

If you are not wearing a mask, you need to keep a distance of **2 meters** from others in the classroom/lecture hall.

In every other situation, if possible considering the teaching activity you are involved to, you must keep the safety distance of **1 meter**.

Available classrooms/lecture halls are set up according to the standard rules provided by the Logistic Service: if you need some support with classroom equipment, you can contact the Porter's lodge (*Portineria*). You will find the Porter's lodge numbers and other useful contacts in the **vademecum** on your desk.

Enter the classroom with your mask on and sit at your chair/desk to prepare the necessary material for your class. As a member of the teaching staff, you have to remind all students in the classroom their obligation to watch the video and read the information notes sent to them. If some students say that they have not watched the video or read the information notes, you need to review the general rules with them.

Here is a summary of the general rules:

- Only the students who have made a reservation to attend the class are allowed in the classroom.
- Students who are in the classroom without a valid reservation may be denied the possibility to book a place/activity for the next weeks.
- Students can only sit in the chair assigned to them during the booking procedure.
- Everyone should keep a distance of 1 meter from other people
- Everyone should wear a surgical mask in the classroom and at any time in shared spaces, halls and outdoor spaces.
- Everyone should often wash their hands with soap and water or with hand sanitizer available in the classroom.
- Everyone should cover mouth and nose with a tissue when coughing or sneezing or should cough into the elbow. The tissue must be immediately thrown into the garbage can available in the classroom.

Before starting your class, you must verify that your students are actually sitting only on assigned seating and that all people in the classroom have a correct behavior.

Please note that the student booking system ensures that the number of reservations does not exceed the maximum occupancy of the classroom taking into account the limitations imposed by the COVID emergency.

If the number of students in the classroom is higher than allowed, you must invite any students who did not reserve a seat to leave the classroom. If the problem persists, call the internal emergency number (please check numbers at <http://www.sls.polito.it/emergenza>) and request the intervention of the surveillance staff. They will check if the students do not have a reservation or if there has been a booking problem. In the first case, the staff will accompany the student outside the classroom and/or outside the campus; in the second case, they will ask students who cannot find a place to leave the classroom.



### During class in a classroom

During your class, everyone should keep the safety distance from other people and wear the surgical mask provided by the University.

During your class, if you keep a distance of 2 meters from your students, you can remove your mask. You will be given a microphone cover for personal use to protect the radio equipment. You must handle the microphone cover after sanitizing your hands with sanitizing gel available in the classroom. You must remove your microphone cover at the end of the class and keep it for your next classes.

### Activities in the laboratories, practical classes, group work activities

During practical classes, group work or laboratory activities, if it is not possible to keep a distance of 2 meters from other people, group activities can last maximum 15 minutes (in accordance with ASL guidelines).

If it is possible to keep the safety distance from other people, activities can be longer than 15 minutes, provided that all participants:

- wear a FFPS mask without valve, provided by the Department
- if possible, avoid exchanging objects (drawings, prints, teaching materials, pens, pencils) and equipment;
- if that is not possible, disinfect shared objects and equipment before use
- sanitize hands before and after using shared objects and equipment.

### Study visits or field survey activities/ on-site inspections

If you visit the premises of another organization/company or if you conduct an on-site inspection, you are required to comply with the standard authorization procedures. The host party is required to issue and provide Politecnico with a declaration of compliance with the rules to fight COVID-19. The same declaration must be requested to the transport company, if you need to take a bus.

For on-site inspections and field survey activities, you will have to comply with the rules on social distancing and protection of the respiratory tract.

Finally, the host party is required to report any relevant details that may concern Politecnico staff.

### Managing non-conformities

If you detect an improper behavior – for instance, people who do not respect the basic rules of good conduct and/or the specific procedures in force (use of assigned seating only, minimum safety distance, use of surgical mask) - or if there is a clear violation of hygiene rules, as a member of the teaching staff, you must:

- ask people to respect the rules or invite them to leave the classroom;
- if the non-conformity situation persists, call the campus emergency number (emergency numbers for each campus are available at <http://www.sls.polito.it/emergenza>) and ask for the intervention of the surveillance staff who will evaluate the situation and take appropriate measures.

The surveillance staff will identify the people who are behaving incorrectly through their smart card and take them outside the classroom/campus. Individuals who do not obey will be reported to the police by the surveillance staff.



Please note that the surveillance staff will independently carry out inspections in order to detect any non-conformity and take measures accordingly.

### Managing emergencies, including health emergencies

Please consult the emergency management procedure for managing emergencies at [https://www.sls.polito.it/en/content/download/799/6040/file/210202\\_Emergency\\_Procedures\\_EN.pdf](https://www.sls.polito.it/en/content/download/799/6040/file/210202_Emergency_Procedures_EN.pdf)

In particular, for the specific purposes of containing the spread of SARS-COV2, if a person in the classroom shows evident and prolonged signs of discomfort, you must call the campus emergency number for the implementation of the "Procedure for the management of cases and outbreaks of SARS COV 2".

While waiting for the intervention of the surveillance staff, the individual shall keep the mask on and shall be invited to isolate from other people in the classroom, if possible.

### Classroom management

During classes, at the end of classes or during breaks, as a member of the teaching staff, you must invite all students who leave their seat to keep the mask on, to keep the safety distance and to avoid gatherings near the doors or around the teacher's desk. All students must leave the classroom in an orderly manner (students sitting near the door must leave the classroom first). After a break, students must return to the same seat they have been using during the day.

### Cleaning and sanitizing the workstation

Please note that classrooms, including desks, are cleaned and sanitized every day. The cleaning company follows specific procedures and use products that are suitable for the purpose.

However, if and when you deem it appropriate, you can sanitize the touch surfaces on the teacher's desk and the equipment shared with other teachers (surface, electronic whiteboard, chair, drawer handles, keyboard and mouse, chair armrests), using the sanitizing products (70% v/v ethyl alcohol solution and cloth or paper towels) that you will find in the classroom.

Please note that a hand sanitizing gel dispenser is also available in the classroom.

To ensure safe use of microphones, you are given a microphone cover for personal use that you should take with you and use during your next classes.



***Cleaning and disinfection of electronic equipment***

- Turn the equipment off and disconnect it from the power supply: do not clean the equipment while it is on or otherwise powered.
- Dampen the cloth with alcohol solution: the cloth must be damp, but must not drip.
- Do not spray liquids directly onto the equipment.
- Gently wipe the cloth on the surface: do not allow moisture to penetrate inside to avoid damage.
- Make sure surfaces are completely dry before turning on the equipment after cleaning.
- Wash your hands with the sanitizing gel available in the classroom after completing the disinfection process.

***Instructions for safe handling of alcohol-based solution***

- Avoid contact with skin, eyes and clothing.
- Keep away from heat and ignition sources.
- Keep the container tightly closed.
- In case of contact with alcohol, wash skin thoroughly with soap and water.



## USEFUL INFORMATION

1. Review general rules with your students  
(only during your first class of the day)
2. Remind your students that they must reserve their seat in the classroom and they must read and accept the information policy
3. Remind your students that they must return to the same seat after a break

## USEFUL NUMBERS

CAMPUS	PORTINERIA / PORTER'S LODGE	EMERGENCY NUMBER
Main campus	011 090 6666	011 090 7777
Cittadella	011 090 6106	335 7507354
CAMPUS	PORTER'S LODGE AND EMERGENCY NUMBER	
Castello del Valentino	011 090 6655	
Mirafiori	011 090 8866	
Lingotto	011 090 8888	
Mondovì	0174 560 827	

If you require urgent assistance and you cannot contact the Porter's Lodge, call the European Emergency Number:

**EUROPEAN  
EMERGENCY  
PHONE  
NUMBER**

**112**